

**Appointment Type:** Permanent  
**Working Time:** Full Time  
**Reference Code:** NB00020982 e  
**Opening Date:** 03/04/2010  
**Closing Date:** 03/09/2010

## **Administrative Assistant 3**

**\$2,589 - \$3,377 Monthly (Range 39) plus great benefits!**

### **Agency Information**

The Department of Corrections is seeking a highly motivated and qualified individual for an Administrative Assistant 3 position, located at Monroe Correctional Complex (MCC), in Monroe, Washington.

The Department of Corrections, as a partner in the criminal justice system, enhances public safety, administers criminal sanctions and programs in accordance with the law, and provides leadership for the future of corrections in Washington State.

DOC offers:

- > Hundreds of rewarding and exciting careers
- > Flexible schedules
- > Comprehensive compensation packages
- > Training and development opportunities
- > Tuition reimbursement
- > The fulfillment of public service

Agency Mission:

"To Improve Public Safety"

The Department consists of the Office of the Secretary, Prisons Division, Community Corrections Division, Administrative Services Division, Medical Services Department, Communications Department, and Risk Management Department. The Department employs over 8,000 staff and has a biennial budget of approximately \$1.8 billion.

For additional information about the Department of Corrections, please visit [www.doc.wa.gov](http://www.doc.wa.gov).

Please note: In order to be considered for this position, you must complete the entire Application Wizard. For further details please refer to the "Application Process" section of this recruitment.

### **Duties**

This position provides administrative and secretarial support to the Health Care Manager II and as needed for the Health Care Manager I, Medical Director and Director of Nursing.

Coordinates all meetings, appointments and schedules relating to Health Services staff. Takes minutes at meetings specified by Health Care Managers, Medical Director, and Director of Nursing. Provides payroll preparation and coordination for Health Services, hill-wide. Takes transcription and prepares written drafts for approval.

Reviews all incoming mail. Prioritizes correspondence, noting matters needing immediate attention. Screens documents requiring Health Care Managers and Medical Directors approval and/or signature for content, form and conformance with DOC Institution policies. Receives confidential nondisclosable information submitted by both staff and inmates regarding medical issues. Distributes grievances and tracks status via grievance logs. Responsible for receiving, screening and directing telephone communications.

Coordinates the purchase of office supplies for Health Services. Provides emergent runs for supplies if needed and delivery of biological samples to Valley General Hospital.

Utilizing technical, medical and confidential information, prepares correspondence for Health Care Managers, Medical Director and the Director of Nursing. Compiles, summarizes and prepares statistical data and reports for supervisor(s). Design forms for Health Services department use.

Coordinates services with external vendors and providers for patient visits and equipment maintenance. This includes background checks (NCIC) and coordinating schedules. Escort staff, visitors and repair personnel from facility entrance to the approved destination.

Maintains complete up-to-date manual for Field Instruction and Policy Directives for staff references and audit purposes. Maintains current file of professional licensure. Attends hill-wide meetings at the request of Health Care Managers, Medical Director and the Director of Nursing. Provides computer assistance to all Health Care staff with the approval of the Health Care Manager.

Work 40 hours per week; maintain regular and reliable attendance; may be required to adjust workweek to complete projects.

### **Qualifications**

Ability to demonstrate and maintain a high degree of confidentiality and integrity in the performance of job duties. Ability to work efficiently and effectively under stress and deadlines.

Excellent computer skills. Professional and helpful telephone etiquette; excellent written and oral communication and organizational skills; the ability to prioritize workload and adapt to change in workload demands.

Ability to handle multiple tasks and changing priorities as needed to maintain a high level of accuracy in work product.

High School graduate or higher education.

Valid Washington State Drivers' License required.

### **Special Notes**

All Department of Corrections employees are fingerprinted for a criminal history background check.

Employees work with offenders in a potentially hazardous setting. Please consider this when deciding whether to apply.

Tuberculosis is a priority health issue for Department of Corrections employees. Periodic skin tests are required for all health care providers and those who transport known/suspected Tuberculosis patients. Testing is voluntary for all other employees. When positive tests result, further testing and treatment may also be required. Employment is not contingent upon test results.

The pre-employment process may include drug screening.

All DOC facilities are smoke and/or tobacco free.

#### **Application Process:**

In order to be considered for this position, you must complete the entire Application Wizard; however, completion of the Diversity Profile Questionnaire is optional. To ensure you complete the entire application, once in the Application Wizard, scroll to the right of the page and use the arrows to go to additional tabs. Remember to click on "Save" at the bottom of each tab to ensure your entries are saved. Be sure to also unlock your profile and keep your email address and other contact information current.

### **Other Information**

Washington State Employees enjoy outstanding comprehensive benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid holidays; flexible work hours; training; and state retirement plans. For more information please visit:

<http://www.doc.wa.gov/jobs/benefitssummary.asp>.

#### CORE COMPETENCIES FOR ALL EMPLOYEES:

Safety, Treats Others with Respect and Courtesy, Dependability, Accountability, Judgment and Problem Solving, Leadership, Communication, Relationship Building, and Ethics and Integrity. For more information on these Core Competencies, please e-mail [ljpalmer@doc1.wa.gov](mailto:ljpalmer@doc1.wa.gov).

The State of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or toll free (877) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211. For questions about this recruitment e-mail: [ljpalmer@doc1.wa.gov](mailto:ljpalmer@doc1.wa.gov).

### How to Apply

#### For job seekers who are not permanent state of Washington employees:

1. Go to <http://careers.wa.gov/SearchAndApply.htm>.
2. If you are a new user, click on Register Now under the heading: **New Users**. Complete the fields under the **Registration** page. Remember to read and confirm acceptance of the Data Privacy Statement under the **Data Privacy Statement** header. Click Register. You are encouraged to build your profile in the system by clicking Option 1: Build Resume Profile under the header **My Resume**. Returning users can log-in by clicking the Job Seekers Login button.
3. Click on Apply Directly under the heading **My Job Search and Applications**.
4. In the reference code field, enter NB00020982\* and click on Start Search.
5. Click on the link Administrative Assistant 3, Monroe, WA under the **Job Posting** column heading to view the complete announcement and apply.
6. Click through all the tabs along the top to complete your application and a questionnaire.
7. Attach your current resume through the **Attachments** tab.
8. Submit a cover letter summarizing how your knowledge, skills and abilities meet the minimum qualifications of this position under the **Cover Letter** tab.
9. Your application will not be submitted until you hit the **Submit** button under the **Send Application** tab. Make sure to review all your information as you will not be able to edit your application once it has been submitted.
10. If you would like to see the status of your application, click on View Profile and Application History Statuses and Scores under the **My Job Search and Application** column heading on the **External Job Seeker Start Page**. You will be able to view your questionnaire scores on this page, including the latest status of all your applications.

#### Help is available

- A users' guide for applying to jobs is available at <http://careers.wa.gov/help/>.
- If you need assistance applying for this job, please call DOP at (360) 664-1960 or 1-877-664-1960 or e-mail [Information@dop.wa.gov](mailto:Information@dop.wa.gov).

